

2017

This is the statement of  
general policy and  
arrangements for:  
Health and Safety

Michael Rickards  
Centre Coordinator

**This is the statement of general policy and arrangements for The Vocational Academy Essex LTD**

**Michael Rickards** has overall and final responsibility for health and safety

**Michael Rickards** has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Michael Rickards and all staff	Centre Coordinator and all staff to conduct regular risk assessments within each classroom, for every activity conducted with students. Furthermore, all staff are to manage their own health and safety and report any risks or dangerous occurrences via the appropriate reporting procedures. All staff are made aware of their duties and responsibilities regarding health and safety upon induction.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Michael Rickards	All training at induction. Ongoing training at regular staff meetings.
Engage and consult with employees on day-to-day health and safety conditions	Michael Rickards	Regular meetings and reporting procedures in place.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Michael Rickards	Fire evacuation procedures both highlighted and explained to all members of staff at induction. Risk assessment complete with yearly visits from the local fire safety team.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Michael Rickards	Cleaner employed for hygiene maintenance. All equipment tested on a regular basis for health and safety reasons.

Signed: * (Employer)	M Rickards	Date:	02/04/2023
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Reception
First-aid box is located:	Reception
Accident book is located:	Reception

# Risk assessment

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: **The Vocational Academy Essex LTD**

Date of risk assessment: **2023**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills.  Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on	2023
Students	All Staff	No unsupervised, unarranged 1-2-1 meetings to be held. CCTV throughout the centre and in every classroom. All staff and students are made aware of the CCTV upon induction.	No actions required.	Centre Coordinator	N/A	2023
Members of the public	Staff and Students	CCTV on premises with a reception area both downstairs and upstairs which is regularly staffed.	Not at this time.	N/A	N/A	N.A
Injury from unauthorized access to practical gym area	Students/Staff	No students, including students on fitness courses, are allowed in to the practical gym area without supervision and tutoring from a qualified member of the teaching team. All students on courses not relating to the fitness industry are disallowed access to the gym area.	No action required.	Michael Rickards and all staff on site	Ongoing	2023

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

## Health and Safety Policy Statement:

The Vocational Academy supplies educational services for adults aged 16+ years of age (predominantly 18+). Manager and founder Michael Rickards employs a total of between 8-12 self-employed staff, consisting of an admin assistant, self-employed tutors, assessor and IQA's.

The office is open Monday to Friday 9.00-5.30 and Saturday morning 9.00-12.00 and cleaning is both shared by the office and conducted by a self-employed cleaner.

Michael Rickards prepared his own health and safety policy statement, using the combined template available on the HSE website at [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc). He genuinely cares for his staff, learners and visitors and wants to portray this in his health and safety policy.

Michael Rickards downloaded the template and referred to the example policy statement and other guidance available on the HSE website at [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk). This helped him to think about the things that should be documented and built into his own health and safety policy, such as remote working, personal protective equipment, staff consultation and training etc. He decided that he and his administrator would be the most competent (experienced and capable) people to take responsibility for health and safety issues.

Michael presented the policy statement at the staff meeting and decided to review and update the document every year or straightaway if there are any major changes in the workplace.

Both Michael Rickards and The Vocational Academy are committed to staying in accordance with The Health and Safety at Work Act (1974) and all of the duties and expectations required.